

TOWN OF RINGWOOD, OKLAHOMA AND
RINGWOOD PUBLIC WORKS AUTHORITY

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING
AGREED-UPON PROCEDURES

AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2022

TOWN OF RINGWOOD, OKLAHOMA AND
RINGWOOD PUBLIC WORKS AUTHORITY
JUNE 30, 2022

BOARD OF TRUSTEES

BRANDI GOODMAN
BARBARA LOOK
GINA BOHLEN
M. MAXINE SMITH
SHERRY DAVIDSON

MAYOR/CHAIRMAN
MEMBER/TRUSTEE
MEMBER/TRUSTEE
CLERK/TREASURER
OFFICE MANAGER

TOWN OF RINGWOOD, OKLAHOMA AND
RINGWOOD PUBLIC WORKS AUTHORITY
JUNE 30, 2022

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED- UPON PROCEDURES

To the Specified Users of the Report:

Board of Trustees
Town of Ringwood
Major County, Oklahoma

Board of Trustees
Town of Ringwood Public Works Authority
Major County, Oklahoma

Oklahoma Offices of State Auditor & Inspector
Oklahoma City, Oklahoma

Report on Complies Statement and Schedules

Management is responsible for the accompanying financial statements and schedules of the Town of Ringwood and Ringwood Public Works Authority, Ringwood, Oklahoma, which comprise a Summary of Changes in Fund Balances-Modified Cash Basis as of the year ended June 30, 2022, and the related Budgetary Comparison Schedule-Modified Cash Basis-General Fund, Statement of Revenues, Expenses and Changes in Fund Balance-Modified Cash Basis- Ringwood Public Works Authority, and Schedule of Grant Activity-Modified Cash Basis for the year then ended in accordance with the modified cash basis of accounting, and for determining that the modified cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the accompanying financial statements and schedules nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statement or schedules.

The financial statements and schedules have been prepared in a format and basis of accounting, as prescribed by Oklahoma Statutes, that demonstrates compliance with the modified cash basis and budget laws of the State of Oklahoma which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management has elected to omit substantially all of the disclosures ordinary included in financial statements and schedules prepared in accordance with the modified cash basis of accounting. If the omitted disclosures were included in the financial statements and schedules, they might influence the user's conclusions about the Town's assets, liabilities, equity, revenues, and expenses. Accordingly, these financial statements and schedules are not designed for those who are not informed about such matters.

Report on Applying Agreed-Upon Procedures

We have performed the procedures enumerated below which were agreed to by the specified users of the report, as identified above, and as defined with the applicable state laws of the State of Oklahoma solely to assist the Town in meeting its financial accountability requirements as prescribed by Oklahoma Statutes §11-17.105-.107 and §60-180.1-.3 and evaluating compliance with specified legal or contractual requirements for the fiscal year ended June 30, 2022. Management of the Town of Ringwood and Ringwood Public Works Authority is responsible for the Town's financial accountability and its compliance with those legal contractual requirements. The sufficiency of the procedures so solely the responsibility of those parties specified in this report consequently, we make no representation regarding the sufficiency of the procedures describe below either for the purpose for which this report has been requested or for any other purpose.

Town of Ringwood and Ringwood Public Works Authority has agreed to and acknowledge that the procedures performed are appropriate to meet the intended purpose of assisting users in evaluating the selected financial information and compliance requirements of the Town of Ringwood and Ringwood Public Works Authority as of and for the fiscal year ended June 30, 2022. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

Procedures and Findings

As to the **Town of Ringwood** as of and for the fiscal year ended June 30, 2022:

1. **Procedures Performed:** From the Town's trial balances, we completed a Summary of Changes in Fund Balances for each fund (see accompanying Exhibit 1) and compared the schedule results to the statutory prohibition of creating fund balance deficits to report any noted Instances of noncompliance.

Finding: No exceptions were found as a result of applying the procedures.

2. **Procedures Performed:** From the Town's trial balances, we compiled a Budget and Actual financial schedule for the General Fund and any other significant funds (any fund whose revenues, expenditures or ending fund balance exceeds 10% of the Towns total revenues, expenditures or fund balances) listing separately each federal fund (see accompanying Exhibit 2) and compared the actual expenditures and encumbrances reported to the authorized appropriations to report any noted instances of noncompliance with the appropriation limitations.

Finding: No exceptions were found as a result of applying the procedures.

3. **Procedures Performed:** We agreed the Town's material bank account balances to bank statements, and traced the timely clearance of significant reconciling items to report any significant or unusual instances of reconciling items that have not cleared.

Finding: No exceptions were found as a result of applying the procedures.

4. **Procedures Performed:** We compared the Town's uninsured deposits to fair value of pledged collateral to report any amounts of uninsured and uncollateralized deposits.

Procedures and Findings (continued)

Finding: No exceptions were found as a result of applying the procedures.

5. **Procedures Performed:** We compared the Town's use of material-restricted revenues and resources to their restrictions to report any noted instances of non-compliance.

Finding: No exceptions were found as a result of applying the procedures.

6. **Procedures Performed:** We compared the accounting for the Town's activities by fund to the legal and contractual requirements for separate funds to report any noted instances of noncompliance.

Finding: No exceptions were found as a result of applying the procedures.

7. **Procedures Performed:** We compared the Town's account balances in reserve accounts to contractually required balances and debt services coverage requirements of bond indentures to the actual coverage to report any noted instances of non-compliance.

Finding: The Town has no debt, therefor no debt service coverage requirements of bond indentures were evaluated for compliance.

As to the **Ringwood Public Work Authority**, as of and for the fiscal year ended June 30, 2022:

1. **Procedures Performed:** From the Authority's trial balances, we compiled a Schedule of Revenues, Expenditures and Changes in Fund Balances for each fund (see accompanying Exhibit 3) and compared the schedule results to the applicable trust prohibitions for creating fund balance deficits to report any noted instances of noncompliance.

Finding: No exceptions were found as a result of applying the procedures.

2. **Procedures Performed:** We agreed the Authority's material bank account balances to bank statements, and traced the timely clearance of significant reconciling items to report any significant or unusual instances of reconciling items that have not cleared.

Finding: No exceptions were found as a result of applying the procedures.

3. **Procedures Performed:** We compared the Authority's uninsured deposits to fair value of pledged collateral to report any amounts of uninsured and uncollateralized deposits.

Finding: No exceptions were found as a result of applying the procedures.

4. **Procedures Performed:** We compared the Authority's use of material-restricted revenues and resources to their restrictions to report any noted instances of non-compliance.

Finding: No exceptions were found as a result of applying the procedures.

5. **Procedures Performed:** We compared the accounting for the Authority's activities by fund to the legal and contractual requirements for separate funds to report any noted instances of noncompliance.

Town of Ringwood
Ringwood Public Works Authority

Procedures and Findings (continued)

Finding: No exceptions were found as a result of applying the procedures.

6. **Procedures Performed:** We compared the Authority's account balances in reserve accounts to contractually required balances and debt service coverage requirements of bond indentures to the actual coverage to report any noted instances of non-compliance.

Finding: The Ringwood Public Works Authority has no debt, therefore no debt service coverage requirements of bond indentures were evaluated for compliance.

As to the **Town of Ringwood and Ringwood Public Works Authority** grant programs, as of and for the fiscal year ended June 30, 2022:


1. **Procedures Performed:** From the Town and Authority's trial balances, we compiled a Schedule of Grant Activity for each grant/contract (see accompanying Exhibit 4) and compared the schedule receipts and disbursements to grant agreements and supporting information to report any noted instances of noncompliance with grant agreement.

Finding: No exceptions were found as a result of applying the procedures.

We are engaged by the Town of Ringwood and Ringwood Public Works Authority to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants to meet the requirement prescribed in Oklahoma Statutes §11-17.105-.107 and §60-180.1.3. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion on compliance, and an opinion or conclusion on the related financial statements and schedules. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of Town of Ringwood and Ringwood Public Works Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of the specified users, as identified above, and is not intended to be and should not be used by anyone other than these specified parties.


Chas. W. Carroll, P.A.
November 8, 2022

**Town of Ringwood and Ringwood Public Works Authority
Ringwood, Oklahoma
Summary of Changes in Fund Balance-Modified Cash Basis
For the Fiscal Year Ended June 30, 2022
(Unaudited)**

| <u>Fund</u> | <u>Beg of Year Fund Balance</u> | <u>Current Year Receipts</u> | <u>Current Year Disbursements</u> | <u>End of Year Fund Balance</u> |
|------------------------|---|--------------------------------------|---|---|
| Town; | | | | |
| General Fund | \$ 405,992.41 | \$ 250,943.65 | \$ 189,962.10 | \$ 466,973.96 |
| Street and Alley | 29,069.68 | 4,180.24 | - | 33,249.92 |
| Petty Cash | 150.00 | 112.00 | 112.00 | 150.00 |
| Total Town | <u>435,212.09</u> | <u>255,235.89</u> | <u>190,074.10</u> | <u>500,373.88</u> |
| Trust: | | | | |
| Public Works Authority | 334,440.77 | 385,148.89 | 392,683.04 | 326,906.62 |
| Meter Deposits | <u>4,727.27</u> | <u>1,205.00</u> | <u>750.00</u> | <u>5,182.27</u> |
| Total Public Trust | <u>339,168.04</u> | <u>386,353.89</u> | <u>393,433.04</u> | <u>332,088.89</u> |
| Overall Total | <u>\$ 774,380.13</u> | <u>\$ 641,589.78</u> | <u>\$ 583,507.14</u> | <u>\$ 832,462.77</u> |

See Independent Accountant's Report on Agreed-Upon Procedures

Town of Ringwood
Ringwood, Oklahoma
Budgetary Comparison Schedule-Modified Cash Basis
General Fund
For the Fiscal Year Ended June 30, 2022
(Unaudited)

| | Budgeted Amounts | | | Actual Amounts | Variance with Final Budget Over (Under) |
|--|------------------|---------|---------------|-------------------|---|
| | Original | Changes | Final | | |
| Beg Budgetary Fund Balance | \$ 405,992.41 | \$ - | \$ 405,992.41 | 405,992.41 | \$ - |
| Miscellaneous Revenue; | | | | | |
| Sales tax | 85,568.13 | - | 85,568.13 | 99,909.20 | 14,341.07 |
| Alcohol beverage tax | 22,274.35 | - | 22,274.35 | 20,696.14 | (1,578.21) |
| Tobacco Tax | 1,638.83 | - | 1,638.83 | 6,495.94 | 4,857.11 |
| Use tax | - | - | - | 46,363.12 | 46,363.12 |
| Franchise tax | 12,276.64 | - | 12,276.64 | 15,429.59 | 3,152.95 |
| Permits | - | - | - | 260.00 | 260.00 |
| ARPA | - | - | - | 44,449.78 | 44,449.78 |
| State Fire Grant | - | - | - | 4,763.09 | 4,763.09 |
| Interest | - | - | - | 548.49 | 548.49 |
| Rental | 4,017.60 | - | 4,017.60 | 4,440.00 | 422.40 |
| Sale of Equipment | - | - | - | 6,248.00 | 6,248.00 |
| Miscellaneous | - | - | - | 1,340.30 | 1,340.30 |
| Total Miscellaneous Revenue | 125,775.55 | - | 125,775.55 | 250,943.65 | 125,168.10 |
| Other Financing Sources; | | | | | |
| Transfer From Other Funds | - | - | - | - | - |
| Lapsed Warrants | - | - | - | - | - |
| Total Revenue | 125,775.55 | - | 125,775.55 | 250,943.65 | 125,168.10 |
| Amts available for appropriation | 531,767.96 | - | 531,767.96 | 656,936.06 | 125,168.10 |
| Charges to Appropriations(Outflows) | | | | | |
| General Government | 295,767.96 | - | 295,767.96 | 70,193.88 | (225,574.08) |
| Public Safety | 62,500.00 | - | 62,500.00 | 36,818.17 | (25,681.83) |
| Administration | 8,500.00 | - | 8,500.00 | 4,763.65 | (3,736.35) |
| Street Improvement | 165,000.00 | - | 165,000.00 | 47,616.97 | (117,383.03) |
| Total Other | 531,767.96 | - | 531,767.96 | 159,392.67 | (372,375.29) |
| Other Financing Uses; | | | | | |
| Transfer to other funds | - | - | - | - | - |
| Total Charges to Appropriations | 531,767.96 | - | 531,767.96 | 159,392.67 | (372,375.29) |
| Unallocated(Restricted) Funds | - | - | - | - | - |
| End Budgetary Fund Balance | \$ - | \$ - | \$ - | 497,543.39 | \$ 497,543.39 |
| Current Year Encumbrances and Outstanding Warrants | | | | \$ 30,569.43 | |
| Ending Fund Balance | | | | \$ 466,973.96 | |

See Independent Accountant's Report on Agreed-Up Procedures

Ringwood Public Works Authority
Ringwood, Oklahoma
Statement of Revenues, Expenses and Changes in Fund Balance-Modified Cash Basis
For the Fiscal Year Ended June 30, 2022
(Unaudited)

| | |
|--|----------------------|
| Operating Revenues; | |
| Charges for Services | |
| Water Revenues | \$ 65,531.02 |
| Sewer Revenues | 27,592.21 |
| Trash Revenues | 61,830.66 |
| Miscellaneous | 196.04 |
| Penalties and Fees | 3,336.12 |
| Total Operating Revenue | <u>158,486.05</u> |
| Operating Expenses; | |
| Personal Services | 56,755.45 |
| Maintenance & Operations | 142,076.32 |
| Capital Outlay | 92,473.57 |
| Total Operating Expenses | <u>291,305.34</u> |
| Operating Income (Loss) | (132,819.29) |
| Non-Operating Revenues(Expenses); | |
| Sales Tax | 742,498.12 |
| CDBG | 30,817.00 |
| Investment Income | 1,447.96 |
| REAP Grant | 25,000.00 |
| Miscellaneous Revenue | 2,430.50 |
| Total Non-Operating Revenues(Expenses): | <u>802,193.58</u> |
| Net Income (Loss) Before Contributions and Transfers | 669,374.29 |
| Operating Transfer In | - |
| Operating Transfer Out | - |
| Net Transfers | <u>-</u> |
| Changes In Fund Balance | 669,374.29 |
| Fund Balance - Beginning | <u>326,906.62</u> |
| Fund Balance - Ending | <u>\$ 996,280.91</u> |

See Independent Accountant's Report on Agreed-Upon Procedures

Town of Ringwood and Ringwood Public Works Authority
Ringwood, Oklahoma
Schedule of Grant Activity-Modified Cash Basis
For the Fiscal Year Ended June 30, 2022
(Unaudited)

| <u>Grant Agency</u> | <u>Award Amount</u> | <u>Prior Year Receipts</u> | <u>Prior Year Disbursements</u> | <u>Matching Funds</u> | <u>Current Year Receipts</u> | <u>Current Year Disbursements</u> | <u>End of Year Unexpended Grant Funds</u> |
|---|---------------------|----------------------------|---------------------------------|-----------------------|------------------------------|-----------------------------------|---|
| TOWN: | | | | | | | |
| Department of Agriculture | | | | | | | |
| Fire Operations Grant | \$ 4,826.28 | \$ - | \$ - | \$ - | \$ 4,826.28 | \$ 4,826.28 | \$ - |
| Fire Fund | | | | | | | |
| | 44,449.78 | - | - | - | 44,449.79 | - | 44,449.79 |
| Office of Management and Enterprise Service | | | | | | | |
| ARPA | 49,276.06 | - | - | - | 49,276.07 | 4,826.28 | 44,449.79 |
| Town SubTotal | | | | | | | |
| | 25,000.00 | - | - | - | 25,000.00 | 25,000.00 | - |
| Public Trust: | | | | | | | |
| Northern Oklahoma Development Authority | | | | | | | |
| 2021 REAP MA22-4 | | | | | | | |
| Oklahoma Department of Commerce | | | | | | | |
| 18135 CDBG 14 | 101,201.32 | 80,907.25 | 80,907.25 | | 20,294.07 | 20,294.07 | |
| 17861 CDBG 20 | 33,358.68 | 20,425.00 | 20,425.00 | 29,600.00 | 10,522.93 | 10,522.93 | 2,410.75 |
| Total CDBG Grants | 134,560.00 | 101,332.25 | 101,332.25 | 29,600.00 | 30,817.00 | 30,817.00 | 2,410.75 |
| Public Trust SubTotal | 159,560.00 | 101,332.25 | 101,332.25 | 29,600.00 | 55,817.00 | 55,817.00 | 2,410.75 |
| Total All Grants | \$ 208,836.06 | \$ 101,332.25 | \$ 101,332.25 | \$ 29,600.00 | \$ 105,093.07 | \$ 60,643.28 | \$ 46,860.54 |

See Independent Accountant's Report on Agreed-Upon Procedures